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# Example of Care Manager Job Description

Our growing company is looking for a care manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for care manager

* Coordinate trainings with child psychiatrists, primary care practices and behavioral health providers
* In-state travel is required to primary care and behavioral health sites
* Compiling demographic and clinical information to provide referrals and connect any member with appropriate providers or treatment facilities
* Coordination with other Care Managers to assure that patient comprehensive treatment needs are met
* Develop care plans after a complete review of claimant medical records received from long term care providers
* Review insurance eligibility assessments
* Provide chronically ill certifications and document claim records
* Represent the Company in depositions
* Assist claimants with modifications to care plan
* Monitor daily, weekly, and monthly reports to ensure timely and appropriate handling of claims

## Qualifications for care manager

* Care Management or Utilization Management experience, Preferred
* RN or LSW License required
* Five years nursing experience with varied medical exposure and experience, required
* Excellent communication and negotiation skills, both verbal and written, required
* BSN or BSW degree from an accredited program required
* Current State of Montana Registered Nurse License